United Nations ST/IC/2004/40

Secretariat

9 September 2004

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language proficiency examinations, January and May 2005**

1. The purpose of the present circular is to advise staff members of the registration dates and schedules for the two sessions of the United Nations language proficiency examinations to be held in 2005 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). The purpose of these examinations is to test a staff member's written and spoken knowledge of the language. Staff members who pass one or more examinations qualify for language-related incentives.

2. The 2005 language proficiency examinations and their respective registration dates are as follows:

First session	Tuesday and Wednesday, 11 and 12 January 2005
Registration, first session	Thursday, 9 December to Friday, 17 December 2004
Second session	Tuesday and Wednesday, 17 and 18 May 2005
Registration, second session	Thursday, 5 May to Friday, 13 May 2005

Those who wish to take the examination in January or May 2005 may register in one of three ways:

(a) By sending an internal e-mail to: Language Proficiency Examination in New York/NY/UNO;

(b) By sending an external e-mail to: unlpeny@un.org;

(c) By registering in person with the Learning Service at the Language Proficiency Office, in room DC1-201B (ext. 3-9503 or 3-9508) between 1 and 3 p.m. during the above registration dates.

3. The language proficiency examinations consist of a written and an oral part. The schedules for the January and May 2005 written examinations are as follows:

* Expiration date of the present information circular: 31 December 2005.

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(a) First session

Tuesday, 11 January 2005

Russian ..... 9 a.m. to 12.30 p.m.

English ..... 2 to 5.30 p.m.

Chinese ..... 2 to 5.30 p.m.

Wednesday, 12 January 2005

Spanish ..... 9 a.m. to 12.30 p.m.

French ..... 2 to 5.30 p.m.

Arabic ..... 2 to 5.30 p.m.

(b) Second session

Tuesday, 17 May 2005

Russian..... 9 a.m. to 12.30 p.m.

English..... 2 to 5.30 p.m.

Chinese..... 2 to 5.30 p.m.

Wednesday, 18 May 2005

Spanish..... 9 a.m. to 12.30 p.m.

French ..... 2 to 5.30 p.m.

Arabic..... 2 to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the examination in order to allow for check-in procedures.

4. The number of the conference room where each written examination will be held will be posted on the bulletin boards in the Secretariat Building and in the DC1, DC2 and DC3 buildings, and will be announced as a broadcast via e-mail. Candidates should check the bulletin boards and their e-mails, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their written examination.

6. Copies of sample examinations can be obtained at http://unlpe.org.

7. Candidates will receive written notification of their examination results for the first session by the end of March 2005 and for the second session by the end of July 2005. No results will be available prior to official notice.

8. Staff members are requested to consult administrative instruction ST/AI/1999/2 of 13 May 1999 on language proficiency and language incentives for the general principles and the conditions governing language proficiency examinations, including eligibility and requirements for registering for the examination.